**Curriculum Vitae**

 

**AMIT PANDEY**

***Contact at:***

40/22A, Jaihind Vyayamshala

Parade Kanpur- 208001

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**CAREER OBJECTIVE:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**ACADEMIC QUALIFICATION:**

**DUCATIONAL QUALIFICATION:**

* M.Com C.S.J.M. University Kanpur in year 2003.
* B.Com C.S.J.M. University Kanpur in year 2001.
* Intermediate from U.P. Board Allahabad in year 1998.
* High School from U.P. Board Allahabad in year 1996.

**PROFESSIONAL QUALIFICATION:**

**DUCATIONAL QUUALIFICATION:**

* **Diploma in export management** from Indian Institute of Export Management (IIEM), Bangalore 2004.
* **Tally Certified Professional** with A+ Grade (TCP) from Tally Solutions Private Limited (TSPL), Bangalore.
* Certificate in **Mutual Fund Advisor Module** from National institute of securities markets (NISM).
* Attended a Five Days **TOT** programme on Skills for Employment in Service Sectors **(SESS)** organized by **IL&FS** education and Training services limited at Dehradun, U.K. India.

**EXPERIENCE: X**

1. Working as Manager -Training & Administration in Corvus Tech Private Limited (1/12/2014 to present)
2. Worked as Trainer-Accountancy in GRAS Education & Training Services Limited. (From 8/11/2011 to 30/11/2014)

**CE:**

1. Four year Experience in the capacity of Sr. Trainer on the accounting and taxation courses\ software in Corvus Tech Private Limited. (Master Tally Academy, Tally Sales Partner, Tally Support Partner), Civil Lines Kanpur, and also has worked as software sales and support executive for the well known software viz. Tally.ERP9 and KDK Spectrum. (From 25/9/2007 to 28/9/2011).
2. Worked as Accounts/Audit Assistant in Raju & Company (A reputed C.A. firm). (From 15/07/2005 to 24/9/2007).

**WORK & ACVIEVEMNETS**

1. Accounting and taxation support to the users of Tally.ERP9 Software.
2. Corporate training to Clients.
3. Organizing session plans and module end test, designed for the training.
4. Acting as an invigilator for the Exams conducted by the merritrac services private Limited.
5. Maintaining client relationship management (CRM).
6. Maintaining management information system (MIS).
7. Handling Customer’s service and support.
8. Declared “**STAR TRAINER**” by the GRAS education & training services private limited.

**HOBBIES AND INTERESTS: XPERIENCE: EST & HOBBIES:**

* Reading Book.
* Watching movies.

**LANGUAGES KNOWN: XPERIENCE: EST & HOBBIUAGES KNOWN:**

* Hindi & English.

**PERSONAL DETAILS: XPERIENCEERSONAL DETAILS:**

* Father’s Name Mr. Ram Ashish Pandey
* Date of Birth 13-07-1981
* Marital Status Married
* Gender Male
* Nationality Indian
* Religion Hindu

**DECLARATION:**

*I hereby declare that the information furnished above is true to the best of my knowledge.*

Date:

Place: Kanpur *(Amit Pandey)*